



Park Place Wild Rose

Welcome
to your new home at Park Place Wild Rose

You will find some important information and forms in this package as it pertains to your new property. This package simply highlights a few of the provisions of the Bylaws and policies of the Corporation. Please ensure that all applicable forms are submitted to the Administrative Assistant for your property.

Please also ensure you have read and understand your Corporation Bylaws.

Please keep this package handy for contact and information purposes.

**Ayre & Oxford Inc. Property Management
Contact Information**
**#203, 13455 – 114 Avenue NW
Edmonton AB T5M 2E2**
Ph: 780.448.4984 ~ Fax: 780.448-7297

PROPERTY MANAGER:
Gabrielle Dyck
E-mail gabrielle@ayreoxford.com
(780) 448-4984 ext. 334

ADMINISTRATIVE ASSISTANT:
Debbie Hollett
E-mail debbie@ayreoxford.com
(780) 448-4984 ext. 313

MAINTENANCE STAFF
Lito Sahagun

AFTER HOURS EMERGENCIES
780-499-8424

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Professional Real Estate Management
Accredited Management Organization®(AMO®)

Guidelines for the Use & Enjoyment of Common Areas

1. Move in / out etiquette:

Most common area damage is caused by a lack of care in a move. Moving household goods in / out should be done with safety and courtesy. Any damages incurred will be the responsibility of the unit owner. Please:

Book the elevator in advance by contacting Lito Sahagun at 780-983-0447

- a. A key and elevator pads will be supplied to protect the elevator. Bookings are only between the hours of 9am and 9pm in consideration of other residents.
- b. **Elevators held open will cause major repair issues** if done without a key; therefore if you are found holding open the door, **you will be charged** for the elevator company inspection and any resulting repairs required. These repairs have been known to be **in excess of \$500.00.**
- c. Do not leave any building doors propped open and unattended. Open doors must be attended at all times. This includes the elevator vestibule doors and the parkade overhead door.
- d. **No driving on the grass or moving through balconies.**

2. Access & keys

- a. Suite and mailbox locks/ keys are owner responsibilities to replace and maintain.
- b. Intercom programming changes: Call Lito Sahagun at 780-983-0447
- c. Additional fobs can be purchased from the office for a fee;
- d. Purchase an additional key fob (\$75)

3. Security:

- a. The security of the building is relevant to everyone to make sure to avoid allowing strangers into the building.
- b. Don't allow people to follow you through doors.
- c. No rollerblades or skateboards inside the building.
- d. Leave your misdirected mail into the outgoing mailbox located at the wall of mailboxes for the mail person to redirect.
- e. Report suspicious activity to the police.

4. Noise & Disturbance:

- a. Daily living and its associated noises are expected and suggested to remain from 8am to 9pm. Outside of this timeframe should be quiet hours.
- b. Parties or activities beyond 9pm should be conducted with due respect to your neighbors.
- c. Owners with complaints regarding noise in a unit after hours are asked to call the police non-emergency line at (780)-423-4567, and after providing the details, request the event number for this incident.
- d. Kindly report the event and incident number to Ayre & Oxford the next business day, including the date / time and nature of the complaint, with as much detail as possible.

5. General Emergencies

- a. If there is a police / fire or medical emergency, call **911**.
- b. Report incidents requiring immediate action to onsite or after-hours emergency staff.

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c. Non emergency reports should be made via email to Property Management the following business day for record purposes.

6. In-Suite Emergencies

If you have a flood or a similarly urgent issue which requires immediate assistance, please report these incidents first to Israel directly, or if more applicable, the after-hours emergency staff, using the **after-hours emergency line: 780.499.8424**. **IF** the situation may impact your neighbors, management needs to know about it immediately.

7. Maintenance Personnel

Your Condominium Corporation employs regular maintenance personnel, ensuring that you have someone familiar with your property to address your building emergencies and complete a regular maintenance checklist. Kindly note that outside of regular business hours, a rotating after-hours emergency staff is available to assist you; however **they are paid overtime rates when called**.

The Condominium Corporation will always pay the staff for their time on-site, but please keep in mind that many concerns in your suite are a unit owner's responsibility, as outlined in your bylaws. **If personnel are called on-site solely to assist in completing an owner responsibility, the Corporation may have to charge your unit for the expense.**

If you are unsure whether your concern is an owner issue, please ask your onsite staff or the management office directly. **All non-urgent reports should be made via email or phone to the office for record purposes.**

8. Visitors Parking:

The visitors' parking is for guests of residents only. Residents should only use the parking stall they own or rent. Abuse is subject to bylaw fines.

9. Owners Parking:

Owners should ensure they have completed a Parking Deposit Confirmation sheet for their unit: Any occupant or parking stall renter should be aware of their responsibility in taking care of common areas, so a full \$50 deposit amount will be applied to any owner without a compliance sheet completed, confirming the person using the parking stall has a sticker posted on their vehicle with the exact number of their parking stall. Please note that replacement stickers are \$5 each and can be arranged through our office, and confirmation of compliance will result in a return of all money paid for the deposit, minus the cost of the sticker.

Any second parking stall requires completion of a lease, and comes with a charge of \$7.50/month.

10. Balconies:

Balconies are considered common areas. **Do not puncture exterior surfaces under any conditions:** no holes are allowed for any kind of improvement.

Balconies must be kept clean of junk not appropriate for this area. No storage of garbage etc. is allowed. Basically if it is an eyesore it's not allowed. Do not toss items out of windows, and holiday decorations should be in place only for a reasonable amount of time. We want everyone to be able to enjoy their balconies so common courtesy in respect to noise levels is appreciated: If it gets noisy, kindly take the party inside and close the door.

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Satellite Dishes are not allowed on balconies.

11. Garbage...Garbage:

There is a contained area in the west side of the building by the lobby. We strongly encourage everyone to recycle, and please be reminded:

- ⊗ Please DON'T put your garbage outside the dumpster – it won't get picked up by the garbage folks and ends up being strewn across the property. If we have to hire someone to clean up garbage left outside the bin or in the building, that cost gets passed on in your condo fees, or with a chargeback.
- ⊗ Do not dispose of furniture or mattresses in the dumpster area, as the city will not pay for removal of items, and cost of removal will be charged back to your unit if found.
- ⊗ Plastic milk jugs and other recyclable plastic jugs now carry a refundable deposit.
- ⊗ If you are placing milk jugs into the containers, please ensure they are crushed to allow more space.
- ⊗ Please DON'T put your garbage in the hallway, lobby mailbox area garbage or in stairwells.

12. BBQ's :

Any damage to the outside of the building from BBQ's is the responsibility of the owner's or residents of the suite with the damage. Never store propane in your unit.

13. Storage Cages:

All items are left in the storage cages at the owner's own risk.

- a. No flammables are to be kept in the storage cage.
- b. It is recommended that anything in storage is kept in a water proof container for protection.
- c. Nothing is to be kept stored outside of the storage cage.

Guidelines Within your Unit & Exclusive Use Areas

1. Sprinkler Systems:

All suites have sprinkler heads in them. Please familiarize yourself with where they are so that they will have sufficient clearance from surrounding objects. A burst sprinkler head can cause a lot of damage, not only to your suite but to other suites and common areas. If the sprinkler head breaks as a result of negligence on the part of the occupant, then the occupant is responsible for the damage. A little common sense goes a long way for prevention. **Do not paint over sprinkler heads or hang items from them at any time.**

2. Air Conditioners:

Air conditioners cannot be mounted to hang outside of windows and must be fully inside your unit. They cannot alter the building in any way or cause excessive noise outside your unit that may disturb neighbors.

3. Heating:

In the winter please make sure your heat is on. Do not leave any windows or patio doors open when you are not around. If you do need to open a window, please monitor it closely **as there are often problems with pipes bursting when there is a significant change in temperature.**

Damage done to your suite and other suites as a result of frozen pipes that burst, as a result of negligence on the part of the resident or owners of the suite, is the responsibility of the owner and/or resident of that suite.

4. Renovations and repairs:

All renovations or improvements must be approved by the Board of Directors, as per your bylaws. Forms are available at the back of this package with which to submit your information through Management for the Board's attention.

Please consider:

- a. Construction in units is to be completed between 8am to 5pm Monday through Saturday, and not to take place on balconies or common area space.
- b. If you are planning a renovation you are asked to contact building management prior to commencement for guidelines and approval for your intended alterations.
- c. A City of Edmonton Permit is required before moving plumbing or electrical fixtures from one location to another.
- d. If you are upgrading / renovating, please ensure your insurance is adjusted to reflect coverage on all items that are not remaining "builders' grade".
- e. Unapproved renovations may be subject to removal.

5. For sale / rent signage:

Signs cannot be placed on the common property or surrounding grounds of Park Place Wild Rose, and "for sale" or "for rent" signs are not allowed in the window of your unit. The only authorized location for signage is the realty tree at the north entrance.

6. Home based business:

Please note that your bylaws do not permit commercial or professional use of your unit.

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7. Rental Units:

If you intend to rent your suite, please ensure you notify the Corporation through Ayre & Oxford Inc within 21 days of the Rental.

Your residents must send confirmation to the Condo Corporation of their receipt of the bylaws, and you as an owner must ensure the deposit amount of \$1000.00 is submitted to the Corporation. Also provide all contact details requested regarding the tenants. You will find a form attached for your reference.

Owners are solely responsible for the behavior of the residents of their unit.

8. Pets:

Pets, including visiting pets require approval of the Board. You will find a Pet Approval Form included in this package. Please also refer to the Corporation bylaws.

9. Insurance :

It is mandatory that all owners and tenants have proper condo insurance. In case of a flood or damages to your suite, the Corporation will not be involved if damages are below the Insurance deductible on the Condominium Policy. A copy of your insurance documents must be presented to the management company for their records.

The Condominium Corporation carries Real Property All Risk Insurance, which provides coverage to the full replacement value of all real property in the condominium complex. This policy does not cover the individual unit owner in three important areas:

- Insurance coverage on your personal belongings
- Insurance coverage for personal liability
- Insurance on betterments, or improvements

To protect these important areas you should purchase a Condominium Unit Owners Policy. This a package designed specifically for Condominium ownership. Contact your insurance agent to ensure that your needs are adequately met.

Thinking of selling?

It happens – everyone's needs change over time. Note though that when you are selling the real estate agent you work with or potential buyers are usually interested in some key documents:

- Condo Bylaws
- Previous AGM minutes
- Insurance Certificate for building
- End of year financials
- Reserve Study
- Welcome Package/Common Area Guidelines

All these documents have been provided to owners in the past. By law you only have to make these available for VIEWING (by appointment at Ayre & Oxford) however to speed up the sales process most sellers keep a copy of the documents handy. Please remember that if you need this documentation reproduced there is a fee which can be \$300-400 depending on the needs of the buyer. So be sure to have your bylaws and keep your AGM information in a handy spot!

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Park Place Wild Rose Contact Information Form

Suite No.: _____

OWNER INFORMATION

Owner Name: _____

Address: _____

SEND MAIL TO CONDO ADDRESS? Circle YES or NO -If you circled no, please enter mailing address below

Address: _____

_____ Province _____ Postal Code _____

Primary Phone No.: _____ Secondary Phone No.: _____

E-mail: _____

****Anti-Spam Email Legislation Consent: By providing my email address I am granting permission for Ayre & Oxford Inc. to email me for communication purposes related to the property. To remove consent, please notify our office requesting removal of your email from our system. ****

Emergency Contact/Agent: _____

Emergency contact daytime phone: _____ Evening phone: _____

OWNER OCCUPIED UNIT Please circle YES or NO (if you circled no please complete the section below)

RESIDENT INFORMATION, (if different from Owner):

Name(s): _____

Daytime phone: _____ Evening phone: _____

CARS OWNED OR USED BY OWNER/RESIDENTS which are parked at or near the condominium:

Car #1.

Parking stall location & number: _____

Make: _____ Model: _____

Color: _____ License Plate Number: _____

Car #2.

Parking stall location & number: _____

Make: _____ Model: _____

Color: _____ License Plate Number: _____

Signature: _____ **Date:** _____

The information requested is for our records only. In order to ensure confidentiality to all occupants, site staff has been instructed not to provide personal information contained in our files.

Once completed, please sign and return the form to debbie@ayreoxford.com or via the contact info provided on the letter head.

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Park Place Wild Rose Move in – Move out Form A fee of \$50 is applicable for each occurrence

Suite No: _____ Expected Move Date: _____ Please Circle: **Move-In / Move-Out**

Owner Name / Phone#: _____ Tenant Name / Phone#: _____

I/We _____, hereby declare the following move in/move out etiquette are to be followed through the duration of our move.

1. Notice of the move has been provided to Ayre & Oxford, and reservation and padding of the elevator was arranged by contacting the maintenance coordinator, Isael Gomez at 587-988-0532 or the office of Ayre & Oxford Inc. between Monday and Friday 8am to 4pm.
2. Our reservation is held within the hours of 8:00am and 4:00pm in consideration of other residents/owners, and we will remain within our scheduled time period for a maximum of 3 hours.
3. We acknowledge receipt of the elevator key.
4. We acknowledge the move in or out fee is \$50 non-refundable.
5. Elevators held open without a key cause major repair issues; therefore if we are found holding open the door, we will be charged for the elevator company inspection and any resulting repairs required. We acknowledge that these repairs have been known to be in excess of \$500.00.
6. We acknowledge that no doors are to be propped open and unattended including the elevator vestibule doors and the building exit doors. Breach of such policy will result in a fine of \$150.
7. The following areas were inspected for damages and cleared of all disrepair. Should damages be found during the walk through further to the move, it will be the responsibility of the unit owner, who may in turn charge back the tenant as per their personal agreement to incur the fees of the damages.

	Prior to Move		Further to Move	
	LI Yes	LI No	LI Yes	LI No
a) Walls clear of makings/damages				
b) Flooring clean and clear of damage	LI Yes	LI No	LI Yes	LI No
c) Elevator clear of scratches	LI Yes	LI No	LI Yes	LI No
d) Time move began	_____ (Key Provided) _____			
e) Time move was completed	_____ (Key Returned) _____			
f) Elevator key and door wedges	LI Yes	LI No	LI Yes	LI No

Notes: _____

\$50 moving fee: Paid _____ Chargeback _____

Please make cheques payable to Ayre & Oxford or Park Place Wild Rose.

Prior to Move: Signed this _____ day of _____, 20 ____ in the presence of the Park Place Wild Rose Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

Further to Move: Signed this _____ day of _____, 20 ____ and submitted to the Park Place Wild Rose Maintenance Coordinator.

x _____
Owner and/or Tenant

x _____
Maintenance Coordinator

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NOTICE OF INTENTION TO RENT/LEASE

Park Place Wild Rose Condominiums

I/We, _____ as owner(s) of Unit Number _____, intend to rent/lease the unit to:

(Name and address of proposed tenant/lessee)

I hereby certify that:

- 1) A copy of the proposed rental agreement/lease showing the terms thereof has been provided to the Corporation
- 2) The amount of the rental deposit of \$1000.00 has been paid to the Corporation, and
- 3) The circumstance under which it may be terminated prior to expiry is attached.

My/Our address for service of legal process is:

I/We undertake to pay the Condominium Corporation and to indemnify it against any damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee.

Notice of Move in and move out must be notified in advance, at which time an elevator key will be provided if applicable to assist with the move.

I/We understand and agree that any unpaid charges resulting from damage sustained by the Corporation or any other person as a result of the tenant's/lessee's breach of any Bylaw or any damages resulting from negligence or nuisance committed by the tenant/lessee will be applied against Condominium fees paid; resulting in action taken as per the Corporation bylaws. The Corporation also has a charge against the estate of the defaulting owner, for any amounts that the Corporation has the right to recover under these by laws. The charge shall be deemed to be an interest in the land, and the Corporation may register a caveat in that regard against the title to the defaulting owners unit. The Corporation shall not be obliged to discharge the caveat until all arrears, including interest and enforcement costs have been paid.

I/We have fully explained to the prospective tenant/lessee the provisions of Sections 45 to 47 of the Condominium Property Act and we have provided the tenant with a copy of the Corporation's Bylaws.

I / We understand that the Residential Tenancies Act may affect us and our tenant. If there is a conflict between the Residential Tenancies Act and the Condominium Property Act, the Condominium Property Act applies.

DATED at Edmonton this _____ day of _____, 201__.

SIGNATURE OF OWNER

SIGNATURE OF CO-OWNER

Attachments: Proposed Rental Lease Agreement, signed bylaw received. Tenants' insurance certificate

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Tenants' Receipt of Bylaws – Park Place Wild Rose

To: Board of Directors: Park Place Wild Rose Condominiums

Unit # _____

Address: _____

In consideration of the attached application to lease unit # _____ at Park Place Wild Rose, please be advised of the following:

I / We _____
have received a copy of the Corporation bylaws, for review.

I / We _____
agree to undertake the bylaws.

Date: _____

Signature: _____

Signature: _____

Witness Signature: _____

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Unit Owner's Cease to Rent Notification
Park Place Wild Rose

To: Board of Directors: Park Place Wild Rose Condominiums

Unit # _____

Address: _____

I / We _____

Cease to rent the aforementioned suite effective: _____ date.

Date: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Witness Signature: _____

Pet Policy

**The Board of Directors of Park Place Wild Rose ~ Owner's Condominium Plan 042
6454**

1. The purpose of this policy is to provide standards to ensure the best possible environment for both pet owners and non-pet owners and to insure the responsible care of pets. All residents wanting to have a pet must read and sign a copy of this policy. Return the signed copy with your Pet Application form. A copy of the form you signed will be returned to you once the Board makes a decision.
2. The following is the criteria for the allowance of pets into Park Place Wild Rose as established by The Board of Directors:
3. Each animal in your home requires express written consent from The Board.
4. The Board retains the right to order the immediate removal of pets that are deemed to be a nuisance or a threat.
5. A maximum of two pets allowed per unit
6. Size restrictions (fully grown) 17 inches (to the shoulder)
7. All pets over the age of six months must be spayed or neutered as applicable. If medical issues prevent the pet from being spayed or neutered, a veterinarian's certificate is required in order to allow the pet to become or continue to be a resident of the development.
8. All pets must be tagged, tattooed, licensed.
9. All pets in common areas must be restrained at all times, on a leash, in a carryall, or held.
10. Owners must be responsible for clean up of their pets when they are in the common areas and accordingly should be considerate with respect to adjacent properties.
11. Pet owners shall be liable for damage caused by their pets, and it is strongly recommended that pet owners obtain liability insurance.
12. Pet owners must be considerate of other residents and not allow their pet to disturb other residents.
13. Pet owners must supply alternate contact information in order for The Board to be able to rectify problems concerning their pet in the absence of the owner.
14. Pets will not enter areas designated as "no pet" areas by the Condominium Corporation.
15. All costs incurred by the Condominium Corporation (inclusive of legal and Management, but not limited thereto) will be expensed to the unit and will form part of the common area fee for that unit and subject to all collection under the bylaws.

Resident Maintenance Obligations

- The resident agrees to promptly and regularly perform the following obligations with respect to ownership of a pet at Park Place Wild Rose:
- Keep your unit and patio clean and free of pet odours, insect infestation, pet feces, urine, waste, and litter.
- Restrain and prevent the pet from gnawing, chewing, scratching, or otherwise defacing the doors, walls, windows, and floor coverings of the resident's unit, other units, or common areas, buildings, landscaping and shrubs.
- Immediately remove, clean up, and appropriately dispose of any pet feces, waste, and litter deposited by resident's pet on the common grounds, shrubs, flower beds, sidewalks, access ways, and parking lots.

Resident's signature _____

Date _____

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Park Place Wild Rose PET REGISTRATION FORM

Owner Name: _____

Unit Address: _____

I hereby request permission to keep in the aforementioned described condominium unit a pet of the following description (**Note: Please submit a photograph with this application.**):

Pet Name: _____

Breed: _____ Color: _____

Approximate Size/weight: _____ Age: _____

Up to date immunization shots: Yes _____ No _____ (check one)

Other Description:

In consideration of this permission being granted I agree:

1. That at all times when this animal is not in the Unit, or contained in the privacy area, it shall be kept on a leash while coming to or leaving the property.
2. That I will pay immediately for any damage done by said animal to the common property or person.
3. That I will indemnify and save you harmless from any and all claims which may be against the Condominium Corporation by reason of the Condominium Corporation permitting me to keep said animal in my Condominium Unit.
4. That permission granted by the Board of Directors on behalf of the Condominium Corporation may be revoked at any time, at the Board of Director's discretion.
5. That I shall not permit my animal to run at large on any part of the property.
6. Continual barking is acknowledged as disturbing the quiet enjoyment of Condominium Owners, and the Condominium Corporation has the right to withdraw approval of pets that are deemed to be a problem.
7. Animals are not allowed to defecate on the property, and if so it is the Owner's responsibility to remove immediately.

Per Unit Owner _____

Per Unit Owner _____

Permission to maintain the above described animal, subject to the Condominium Bylaws and aforementioned conditions, is hereby granted.

Dated this ____ day of _____, 20____ Per: _____ (Property Manager) on behalf of The Owners: Park Place Wild Rose Condominiums

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Park Place Wild Rose

Alberta Treasury Branch Pre-Authorized Chequing Authorization for Debit Transfer

Unit #: _____

Surname: _____ First Name: _____ Initial: _____

Name: _____

Complete if the name the account is under is different from Condominium Owner's name

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone No : _____ (work) _____

CIRCLE YES or NO

1. New Pre Authorized Plan for Ayre & Oxford Inc.? YES NO
2. Bank Information Change (If Applicable)? YES NO
3. Are you authorizing any outstanding balance to be withdrawn from your account along with your monthly fees? YES NO INITIALS _____

I, _____; Hereby authorize Alberta Treasury Branch (ATB) and:
Ayre & Oxford Inc.

**#203, 13455 – 114 Avenue NW
Edmonton AB T5M 2E2 Telephone: (780) 448-4984**

To transfer monies in the amount of the monthly condominium fees from my account at the following location:

Financial Institution Name _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone No.: _____

I authorize Ayre & Oxford Inc. and ATB to use the services of any member or affiliate of the Canadian Payments Association (CPA) in carrying out this authorization. I agree to be bound by the standards, rules and practices of the CPA as they may exist from time to time. I agree to give written notice of cancellation of this authorization to Ayre & Oxford Inc. and to be bound by this authorization until Ayre & Oxford Inc. has had reasonable time to act on the notice. Ayre & Oxford Inc. and/or ATB may terminate this authorization by providing me with ten (ten) days notice. I undertake to inform Ayre & Oxford Inc. within ten (10) days of any changes to branch, account and institution number while this authorization is in effect.

It is the Condominium Owner's responsibility to notify Ayre & Oxford Inc. of cancellation or changes to the Pre-Authorized account on or by the 24th of the current month.

I understand there will be a service charge of \$35.00 if any withdrawal is returned. (This service charge is subject to change without notice.)

Commencement Date: _____, 20____ **(We must receive this form by the 24th of the month before the commencement date.)**

Witness: _____ Signature: _____ Date: _____

A VOID CHEQUE or BANK CONFIRMATION MUST BE ATTACHED

#203, 13455 – 114 Avenue NW Edmonton, AB T5M 2E2

Telephone (780) 448-4984 • Fax (780) 448-7297

www.ayreoxford.com

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Park Place Wild Rose Activity Room Booking Agreement

Suite No: _____ Event Date: _____ # of Guests _____

Time: From _____ to: _____ Date/Time Request Submitted: _____

Submitted to: Ayre & Oxford Office: On-site Office Resident Phone #: _____

I/We _____, hereby declare the following etiquette has been and will be followed through the duration of our event:

1. Notice of the event has been provided to the Ayre & Oxford office **at least 48 hours in advance** during business hours. Any forms left in the Office on site will be considered submitted up to a full business day after the date it is dropped in the mail slot.
2. I/We accept that reservations are made on a first-come first-served basis: the glass notice area in the front lobby will display bookings for the upcoming 3 months, and bookings over 3 months in advance will not be accepted.
3. Our reservation is held within the hours of 9am and 10pm, and noise levels will be conducted in consideration of other residents/owners.
4. A Deposit of \$100 is to be provided to the Maintenance personnel upon receipt of the Activity Room key. Any site or furniture damage caused by the event activities will be deducted from the deposit.
5. Maintenance will confirm the following:
 1. There are no smoking or strong odors remaining
 2. Furnishings are in their original position
 3. Equipment, furnishings and washroom area is at least as clean and functional as noted upon initial inspection, and any damages were noted in advance.
 4. All garbage has been removed following the event.
 5. Windows are closed, lights are off, and doors are locked after the event.
6. We acknowledge that no doors are to be propped open and unattended to permit guests, including the building access doors, stairwell doors, and elevator vestibule doors. Breach of such policy may result in a fine of \$150. **We also confirm that we will not hang items on sprinklers, nor do anything that could inadvertently set off the sprinkler unit in the social room.**
7. A full review of the site will be conducted by maintenance staff before the deposit is returned. Should damages be found during the walk-through above the deposit amount, it will be the responsibility of the unit owner. In the event the resident is a tenant, the owner so charged may in turn charge back the tenant as per their personal agreement not to incur the fees of the damages.

	Prior to Move		Further to Move	
g) Walls clear of makings/damages	LI Yes	LI No	LI Yes	LI No
h) Flooring clean and clear of damage	LI Yes	LI No	LI Yes	LI No
i) Nearby common areas clear of damage	LI Yes	LI No	LI Yes	LI No

Notes:

Booking Request submitted to the Ayre & Oxford Office with a deposit cheque in the amount of \$100.00 this _____ day of _____, 20 ____

x _____ Keys Provided x _____
Resident Maintenance Coordinator

Further to Event: The Park Place Wild Rose Maintenance Coordinator confirms that conditions in the Social Room are acceptable, keys have been returned, and no new damage has occurred that would impact the return of the Damage Deposit submitted. Signed this _____ day of _____, 20 ____

x _____
Maintenance Coordinator

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Park Place Wild Rose Condominium Unit Alteration/Renovation Application ~ Alteration Notice

Date of Application: _____ **NAME:** _____

ADDRESS: _____

PHONE: _____ **Interior Enhancement** (needing insurance) **Y / N**

DESCRIPTION OF PROJECT(S) – Exterior: (Deck, Fence, Flooring, Sun/Screen room, other)

City of Edmonton Permit Required: **YES**_____ **NO**_____ (If yes, enclose copy for file)

Material(s) to be used in construction:

NOTE: low, minimal or maintenance free materials must be used in construction, and must meet with municipal and provincial codes & requirements

Color(s): NOTE: If enhancement is exterior, it must coordinate to existing exteriors

Dimensions, Specifications:

(attach a detailed sketch or drawing of the project showing dimensions, including proximity to adjoining properties. If interior enhancements involve structural changes, an engineer's report may be required.)

Contractor(s) or persons responsible for construction and contact numbers:

Estimated start to completion dates of

project(s): _____

NOTE: owner(s) accepts responsibility for timely completion of construction project

Units that may be affected and/or impacted by construction:

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Park Place Wild Rose Condominium Unit Alteration/Renovation Application – Third Parties Agreement

Owner(s) to complete the following section:

I/we, _____, as homeowner(s) of Unit _____, accept all responsibility for construction and associated costs including permits as well as any/all related maintenance of these projects. I/We also accept full liability for any and all damages caused as a result of the failure of any electrical, plumbing and/or structural components changed during the course of the renovation.

When these enhancements are complete, these projects will be discussed with my/our insurance agent. If applicable my/our insurance coverage will be increased to cover replacement costs associated with these items. I/We are aware and accept full responsibility for any additional insurance premiums incurred as a result of these improvements to my/our property and unit.

Dated this _____ day of _____, 20____

Owner's Signature

Owner's Signature

Office to complete the following section

Board members concerns and/or any related conditions of approval OR denial and reason for denial:

Approved / Denied (Please circle and initial one)

Dated this _____ day of _____, 20____, _____
(Board Member)

AYRE & OXFORD INC.

Professional Real Estate Management
Accredited Management Organization®(AMO®)

Park Place Wild Rose Condominium Unit Alteration/Renovation Application ~ Alteration Materials Specifications

Date_____

This notice will confirm the Board of Directors decision to approve your request to adjust the unit or common area as follows:

INSTALLATION OF _____
ON LEGAL UNIT # _____, CONDOMINIUM CORP. 042 6454, EDMONTON, ALBERTA.

Specifications as Follows:

IF the installation is an air conditioner: Installation is allowed insofar as it a residential grade, a low noise unit (Below 75DB), the condensing unit is to be located in the fenced yard, it is professionally installed at no cost to the Condominium Corporation, and the unit owners sign the waiver.

IF the installation is flooring: adequate soundproofing must be provided by the underlay selected.

- If the flooring being installed is an engineered floating floor, the insulation needs to have a FIIC impact rating of a minimum 60 to avoid disturbance to adjacent suites.
- A further recommendation for sound barrier would be an FIIC rating of 80.
- The flooring will be installed with the inclusion of a moisture barrier which is mold / mildew resistant.

IF the installation is regarding fixtures: they match the current standards and voltage.

Exterior walling alterations: the impacts on insulation or exterior sheathing are accounted for.

Plumbing/Dishwashing changes: That this work is conducted by a professional.

If you have any questions about coordinating the work, contact Rose Evans, Property Manager.

This decision will stand as long as all of the following conditions are met:

1. The work is to be completed during normal working hours (8:00 a.m. to 6:00 p.m. Mon to Fri), and will not be conducted on balcony space or other common areas, as applicable.
2. Understand that this is considered replacement of the builders' grade; therefore this will be considered a betterment, or improvement, **not covered by the Corporation insurance policy**. The owner's personal insurance covers this.
3. It will be the home owner's responsibility to pay for any future damages that may occur due to the above adjustment.
4. It will be the home owner's responsibility to declare to any future purchasers their responsibility for the adjustment.
5. Any estoppel certificate issued on this property will have an exception to these adjustments as common area.
6. Although this area is no longer considered common area, it must be maintained as to the standards of all other common areas of this project.
7. Failure to comply with any of the above points or failure to sign and return one copy of this form to the Board Manager will result in this request being denied.
8. Failure to maintain the area after construction will result in the area being returned to its original state at the home owner's expense.
9. All building permits are responsibility of home owner not the condominium board.
10. You are responsible to ensure that any additional noise caused by the alteration does not disturb neighboring units.

If you agree with all of the above conditions, please sign and return one copy of this form to the Board of Directors of Condo Corp. 042 6454 c/o Ayre & Oxford Inc. Your project will be able to commence once this form is signed and returned.

Address

City, Province

Postal Code

Signature of Home Owner

Name (printed)

Date

AYRE & OXFORD INC.

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Park Place Wild Rose Condominium Floor Covering Specifications

Floor coverings in the interior of any unit shall not be replaced with less resilient coverings than the pre-existing coverings without the prior consent of the Board. For the purpose of this policy: ceramic tile, marble or the like shall be considered less resilient than vinyl tile, hardwood flooring or the like which shall be considered less resilient than carpeting, carpeting and under pad, or the like.

Where hard floor coverings are allowed by permission of the board, and where they are located in any unit that is above another unit, the floor coverings must be installed using a resilient underlay which has a laboratory tested rating of "Impact Insulation Class" (IIC) of 70 or higher, and a Sound Transmission Class (STC) of 65 or higher.

The floor covering must "float" on the isolated underlay with no fasteners or other bridging through to the structure. For solid hardwood floors and tiles floors, this can be achieved by installing the resilient underlay below the subfloor.

Occupants with hardwood floors topping (hardwood, vinyl, ceramic tile and laminate) must recognize that the floor impact resulting from their activities are more readily transmitted to units below and active steps to limit the noise of these impacts must be taken. Please note: the under pad requirement must have a Impact Insulation Class (IIC) of 70 or higher and a Sound Transmission Class (STC) OF 65 or higher.